GTZ-BEFARe

5 DAYS SEMINAR ON LITERACY ARITHMETIC PRIMER

TIME/ DATE	DAY 1	TIME/ DATE	DAY 2	TIME/ DATE	DAY 3
8.00	- Recitation - Opening session (welcome, objective and introduction of the Progamme)	8.00	- Demonstration of lesson Teaching Page: 3 * Assessment/discussion	8.00	- Teaching of addition and subtruction and Demonstration of lesson * Page: 27 * Discussion/comments
8.15	- Introduction of Arithmetic Primer * Assessment/discussion	9.00	Discussion concerning lesson plan made/ studied (Page 1-16) (Participants)	9.00	- Discussion concerning Lesson plans made/ studied (Page 17-28) (Participants)
9.15	- The methodology of reading, writing and Arithmetic * Assessment/discussion	10.00	- Teaching Practice * Pages: 1,2,3 * Discussion/comments	9.30	- Teaching practice (Group work) * Pages: 10,11,14 *Discussion/comments
10.00	- The structure of arithmetic lesson Plan * Assessment/discussion				
11.00	TEA BREAK				
11.30	- Teaching of initial (1-10) numerals * Assessment/discussion	11.30	- Teaching Practice (Group work) * Pages: 4,6,8 * Discussion/comments	11.30	- Teaching practice (Group work) * Pages: 16,19,21 * Discussion/comments
12.30	Distributing lessons for preparing lesson plans to be applied in teaching practice (Participants) PP: 6,8,10,11,14,16,18, 19,21,24,25,26,28,30,31, 34,35,37,38,40				
12.50	- Evaluation of the whole training day	12.50	- Evaluation of the whole training day	12.50	- Evaluation of the whole training day.
Home-Work	Preparation for lessons from Page: 1 to 16		Preparation for lessons from Page: 17 to 28		Preparation for lessons from Page: 29 to 40

TIME/ DATE	DAY 4	TIME/ DATE	DAY 5	TIME/ DATE	
8.00	- Discussion concerning lesson made/ study of Pages: 29-40 (Participants)	8.00	- Comments on test/problems		
8:30	- Demonstrating lesson by the best trained experienced Instructor. teaching Page: 26 * Discussion/comments	8:30	- Teaching Practice (Group work) * Pages: 34,35,37,38,40		
9.15	- Teaching Practice (Group work) * Pages: 24,25,26,28 - Discussion /comments				
11.00	TEA BREAK				
11.30	- Teaching Practice (Group work) Pages: 30,31 * Discussion/comments	11.30	- Closing session * General comments/ Discussions and suggestions - Payments		
12.30	- Testing of the participants				

LITERACY COURSE IN A GLANCE.





Literacy Courses in Mumtaz Camp,
Jalalabad. Jan 95.

PREFACE

GTZ-BEFARe is a bilateral project between the government of Islamic Republic of Pakistan and Federal Republic of Germany, working for the improvement of education of Afghan refugees.

The project has two main programmes i.e, Formal Education and the Non-Formal Education.

The formal programme is concerned with all the primary schools for Afghan refugees in the province of NWFP, Pakistan. The Non-formal programme is dealing with the MCH as well as the male and female literacy courses.

GTZ-BEFARe is also assisting AG BAS-Ed, an NGO inside Afghanistan in the female programmes. AG BAS-Ed is using the same materials and methodology that are being used inside Pakistan, which are fully Afghanized.

We have made here an effort to show what GTZ-BEFARe is doing in the field of Non-Formal Education for women.

It is hoped that this handout is helpful in understanding and appreciating our programme.

GTZ-BEFARe
June 1995

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GTZ-BEFARe
Female Literacy

Introduction:

GTZ-BEFARe has undertaken the task of female literacy because for the rehabilitation of war-beaten and demolished Afghanistan there is a greater need for literate people than before.

One of the aims of the literacy programme of GTZ-BEFARe is to enable the graduates of literacy courses, i.e. Primer, Reader and Arithmetic - to read, write, calculate and understand the simple texts of daily life.

The literacy programme is in two terms i.e., the first term starts in January and goes up to the end of June and the second term starts in July and goes up to the end of the year. Each term is for a period of six months.

Before the start of a female literacy course, meetings are held with the heads of the tribes and elders of the camp to convince them to approve our programme. Women are keen to attend but without the consent of the males, they are unable to participate in the courses. As both our programmes i.e. MCH and Female Literacy involve local communities residing in the camps therefore the approval and consent of the males is a must. The courses are mainly conducted in the private houses offered by the community of the camp, interested in education. This guarantees that the programme is not imposed by the project but is wanted by the target group.

Since GTZ-BEFARe values and gives importance to the consent of the community before the start of any of its educational activities, therefore before the start of any female literacy course in any camp, sub-camp or residential area, the community is asked to nominate instructors to run our courses. After the instructors are nominated our field staff visit and interview those probable instructors and if they fulfil our selection criteria are then invited to run our female literacy courses.

Objectives and Aims for the Future:-

The literacy course has been prepared by GTZ-BEFARe according to the needs and requirements of the people so that they can become semi-literate and be able to read, write and do simple calculations.

Our courses cater for those Afghan women who are unable to attend formal schooling, but want to become semi-literate and for those girls who are unable to attend formal schooling because of unavailability of schools or for cultural reasons. These courses are held at such times which are more suitable to the female participants so that they do not effect their normal daily obligations.

GTZ-BEFARe is aware that its literacy programme is not a substitute for formal education but an effort to make these Afghan women semi-literate so that they are able to contribute in the development and rebuilding of Afghanistan in a positive and productive way.

Methodology:-

All literacy courses either start from 1st of January till end of June or from 1st of July till the end of the year. Therefore the duration of each course is for a period of six months. Every literacy course starts with the Primer level. During this level there are a series of tests to evaluate what the participants have aquired in the learning

process. After the completion of the Primer level, the participants are invited to the next level i.e, the Reader level, which is the second phase of the literacy programme. In the Reader phase the participants of the literacy course improve their newly acquired literacy skills with a series of exercises and work assignments.

The last phase of the literacy programme comprises of the Mathematic level. In this level the participants are taught numerals, simple calculations and tables taken from their daily lives. This phase also consists of various exercises and work assignments.

The maximum number of participants for the Primer level is 20. The number of participants is a little less in the Reader and Mathematic phases due to various reasons such as failures in test, (exam) repatriation, or some family problem of the participants. Each level of literacy course has a complete set of books designed and developed for that level only. The instructors teach the participants on the methodology of GTZ-BEFARe's materials with the help of guides, charts, cards and teaching materials.

Selection Criteria of Instructors:

For running its female literacy program, the project looks for dedicated women instructors to conduct the courses. A literacy instructor should meet the following criteria.

1. She should be a resident of the camp where the course will be conducted.
2. She should be at least 25 years old.
3. She should have graduated at least from 8th to 12th grade.
4. Her mother tongue should be Pashto.
5. She and her family must be highly regarded and accepted by the community i.e. by the residents of the camp.
6. She must present to the project a list of 20 illiterate women who have shown their willingness to attend her literacy class.
7. She must have organized a place where she can conduct the whole literacy course. i.e. for 6 months. This place must be acceptable to all participants and freely accessible during the time of the literacy course.

- Final selection of instructors is mostly made according to the performance of instructors during training.

Responsibilities of an Instructor:

Instructor performs the following responsibilities:

- To familiarize herself with all literacy materials and methods used by GTZ-BEFARe.
- To have 20 participants in the course.
- To inform GTZ-BEFARe about the timing of the course.
- To place the students in such a way that they can easily see from their seats (i.e. chart and blackboard).
- Must be able to speak in an appropriate voice so that everybody can understand her.
- She should be explicit and clear with her method of teaching.
- She should prepare herself for every lesson. She must refer to the "Teacher's Manual" of GTZ-BEFARe and apply rules and methods which she has earlier learned in the training courses.
- The instructor is responsible to check and evaluate the participants by daily asking questions and giving regular assignments to them.
- Properly maintain all teaching learning materials.

- She should motivate learners in their learning process.
- Actively participate in solving problems of the learners.

Training of Instructors:

After the instructors are interviewed and selected they are either called to the office or are given training in their own camp/residential area. The period of training for each level is 10 days. GTZ-BEFARe has six days of training programme for each level. After every 3 months they have 4 days of refresher seminars. When the staff monitors these courses they also do on the job training. The instructors are given extensive training on the teaching methodologies of Primer, Reader and Arithmetic. They are given guidiance on the preparation of the courses and how to solve the learning problems of the participants. The training schedule of the instructors are enumerated in the following pages.

Responsibilities of Field Officers:

- Ensure supply of materials to the instructors.
- Monitor weekly the attendance of the instructors and participants.
- Supervise the instructors for improving learning, teaching process in the camp.
- Take over teaching responsibilities of the instructors in their absence.
- Give on the job training to the instructors if and when required.
- Assure that the instructors are following GTZ-BEFARe's teaching methodology.
- Arrange follow up training to the instructors after every 3 months.
- Make periodical achievement tests of the learners.
- Send regular reports to the section.

Materials used in the Literacy Course:

- Blackboard
- Flip charts
- Primer and Primer Manual
- Reader and Reader Manual
- Arithmetic and Arithmetic Manual
- Cards and other teaching materials

Place / Structure:-

Female literacy courses are conducted in the houses which have been nominated by the residents of the camp. The duration of the course is for six months and the participants attend the course five days/week for 1½ to two hours daily.

GTZ-BEFARe
6 DAYS LITERACY PRIMER SEMINAR

DAY 1 8:00 - 10:30 A.M.

1. Recitation from the Holy Quran
2. Welcoming the instructors
3. Informing the instructors what this project wants
4. Brief information about the literacy programme

Break 10:30 - 11:00 A.M.

11:00 - 1:00 P.M.

5. Responsibilities of the instructors
   How to start a course
   How to conduct a course
6. Ideas & proposal of the instructors
7. The importance of a lesson plan
8. Explaining of the first half lesson

DAY 2 8:00 - 10:30 A.M.

1. How to teach, our method of teaching
2. Explaining of the second half lesson
3. Check-out how much the instructors remember/repetition

Break 10:30 - 11:00 A.M.

11:00 - 1:00 P.M.

4. Teaching different methods e.g. main topic, first & second day's lesson
5. Working with them on the blackboard

DAY 3 8:00 - 10:30 A.M.

1. Group work, different instructors will work on different lessons
2. Explaining about the key words

Break 10:30 - 11:00 A.M.

11:00 - 1:00 P.M.

3. Lesson No. 15
4. Discussion about problems, if they have had any

DAY 4 8:00 - 10:30 A.M.

1. Group work by instructors
2. Group work by instructors
- After group work, the field officers and the future instructors discuss the problems and difficulties in the lesson and how to solve them.

Break 10:30 - 11:00 A.M.

11:00 - 1:00 P.M.

3. Lesson study
- Explaining different topics
4. Solving problems of the instructors if any

DAY 5 8:00 - 10:30 A.M.

1. What is a Stanza?
- Lesson study

Break 10:30 - 11:00 A.M.

11:00 - 1:00 P.M.

2. What does Hamd mean?

DAY 6 8:00 A.M. - 10:30 A.M.

1. Group work
- Continuing on the other pages where the instructors are finding difficulties.

Break 10:30 - 11:00 A.M.

11:00 - 1:00 P.M.

2. Brief note on Primer
3. Brief note on the Seminar
4. Discussion

GTZ-BEFARe
5 DAYS READER SEMINAR

DAY 1 8:00 A.M. - 14 P.M.

1. Recitation from the Holy Quran
2. Inauguration speech
3. Introduction and aims of the programme
4. Characteristics of a teacher
5. Reader instructors behavior and responsibility
6. Introduction of the reader
7. The correct use of a black board

B r e a k 10:30 - 11:00 A.M.

11:00 A.M. - 2:00 P.M.

8. Reading skills and it's regulation
9. Reading skills. Short sample lesson
10. First page (Allah)
11. Evaluation and discussion
12. The repetition of first lesson by two or three participants
13. Home work (study 6th lesson plan)

DAY 2 8:00 A.M. - 14 P.M.

1. Writing: How to improve skills in writing
2. A short model lesson on writing skills (practical)
3. Understand the lesson plan and its content in the Reader
4. Mock teaching
5. Teaching in group / group work, Initial pages of the reader.
6. Exercise of a lesson or a part of a lesson
7. Evaluation of the 2nd day work
8. Home work lesson

DAY 3 8:00 A.M. - 13:00 P.M.

1. How to organize a lesson and self learning (theoritical and practical) organizing.
   - Discussion.
2. Mock learning for self learning.
3. Model lesson pages 1-5.
   - Repetition and exercise.
   - Teaching and exercise.

B r e a k 10:30 - 11:00 A.M.

11:00 A.M. - 2:00 P.M.

1. Teaching in Group work pages from 6-10 according to the lesson plan.
2. Discussion and evaluation.
3. Evaluation of the 3rd days work.
4. Home work lesson and preparing the lesson for the next day.

DAY 4 8:00 A.M. - 14 P.M.

1. Evaluation and test.
2. Evaluation and discussion.
3. Teaching in groups/group work and teaching by participants. Understanding the lesson plan and it's contents.
4. Evaluation and discussion.

B r e a k 10:30 - 11:00 A.M.

11:00 A.M. - 2:00 P.M.

5. Teaching in groups/group work.
   - Discussion.
6. Instructors evaluation and test.
7. Evaluation of 4th days work.
8. Home work lesson and preparing the lesson for the next day.

DAY 5 8:00 A.M. - 14 P.M.

1. Teaching in groups/group work from the reader
   - Discussion.

B r e a k 10:30 - 11:00 A.M.

11:00 A.M. - 2:00 P.M.

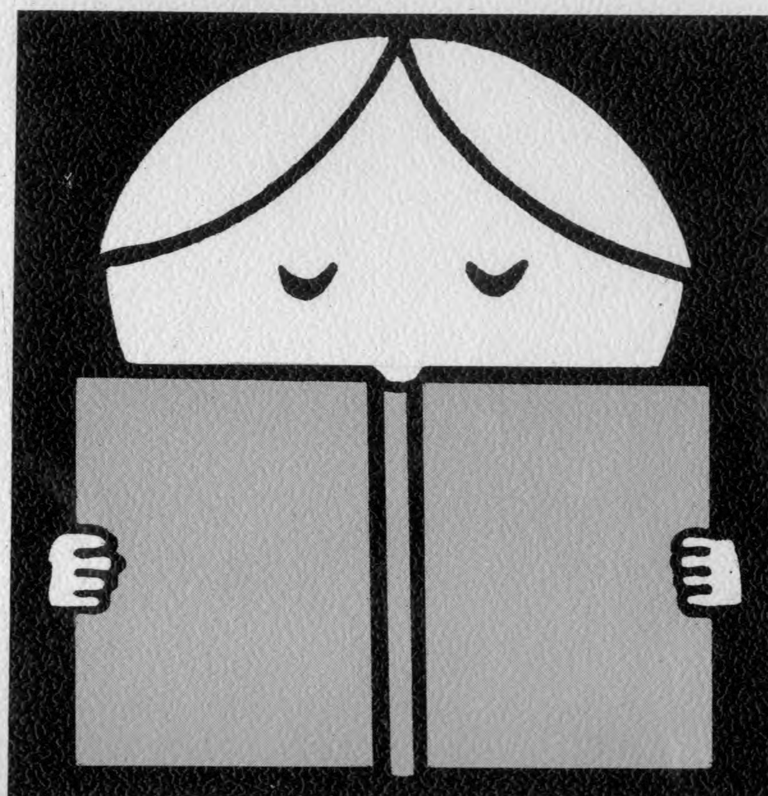
2. Evaluation of the seminar.
3. Recommendation and new suggestions.



B.E.F.A.Re.



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